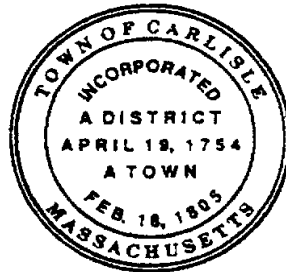


# Town of Carlisle



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## TOWN WARRANT

With Select Board Summaries and Finance Committee  
Recommendations

### **Finance Committee Hearing on the Warrant**

Monday, May 25, 2021

Remote Meeting via Zoom (Link to be published), 7:00 p.m.

### **Annual Town Meeting**

Sunday, June 6, 2021

Carlisle Public School Plaza, 1:00 p.m.

### **Town Elections**

Tuesday, June 22, 2021

Town Hall

Polls Open 2:00 p.m. to 7:00 p.m.

*Please bring this report with you to Town Meeting*

Town of Carlisle

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## TOWN MEETING DURING THE COVID-19 PANDEMIC – Round 3

### A Special Message to Carlisle Residents

Town Moderator Wayne Davis

May 12, 2021

Dear Carlisle Residents:

Carlisle will hold its 2021 Town Meeting on Sunday, June 6, starting at 1:00 pm on the plaza at the Carlisle Public Schools. I have been assured by reliable sources that the weather will be “most excellent.” Let’s hope they’re right.

We successfully held the Annual Town Meeting last June and a Special Town Meeting in October, both outdoors. As with those sessions, we will need to make a few adjustments to our normal procedures, but we and many other towns throughout the Commonwealth have proven that we can still make local democracy work.

While there has been outstanding progress in recent months in reducing COVID risks, the current Massachusetts guidelines for large events held outdoors still mandate use of masks and social distancing. Therefore, we will still ask that everyone attending wear masks at all times except when speaking. If the state guidelines change before June 6, I will consult with our local health and public safety authorities. Also, we ask that you follow the directions of our public safety personnel in moving from parking areas to the meeting site on the plaza.

The Select Board has posted a warrant of 23 articles—about a third fewer articles than we normally consider. We ask that all speakers be as concise as possible. In last year’s sessions, both presenters and speakers from the floor proved their ability to do so. Let’s all work towards making that three in a row.

An educated and informed citizenry makes better decisions. As a starting point, this Warrant Booklet includes summaries of the articles to explain what is being proposed. Additional information may be found on the town website ([carlislema.gov](http://carlislema.gov)) or by watching the Finance Committee’s budget hearing rebroadcast at the Minuteman Media Network. Also, the Carlisle *Mosquito* plans to publish special coverage at its website ([carlislemosquito.org](http://carlislemosquito.org)) and in its weekly additions.

**A special message to our newest residents.** All Carlisle residents are invited to attend Town Meeting, though only registered voters may speak and vote. Town Meeting is both a hallowed tradition and a still-vibrant expression of local self-government. Please do come and help shape the future for the town you now call “home.”

Thank you in advance for your cooperation that will enable us to preserve and exercise our democratic rights, make important decisions for Carlisle, and keep everyone safe.

Wayne Davis  
Moderator

## **To the Voters of Carlisle:**

The Carlisle Finance Committee has completed its budget review and presents its recommendations concerning the Fiscal Year 2022 (“FY22”) budget in the attached Warrant Book. Please refer to the glossary at the end of this Warrant Book for an explanation of the terms used in this Letter.

## **Introduction**

The Finance Committee, appointed by the Select Board, advises the Town Meeting on financial matters. The Committee, as required by law, presents a balanced budget to the annual Town Meeting. Town expenditures are fully funded by revenues from property taxes within the levy limit, state aid, forecasted local receipts, and transfers from available funds such as Free Cash.

## **COVID-19**

The last eighteen months have been an extraordinary period for all of us, including for Town government. In a context of great uncertainty, Town Meeting was held outside in June and the voters approved a budget with no increase over the prior Fiscal Year. This budget was amended, but not increased, at a Special Town Meeting in October.

Circumstances have improved considerably since October. The vaccination program is the most important change, of course, but there are changes in the Town’s financial situation that support the FY22 budget recommended here. Property Tax revenues have continued to be healthy. State Aid is expected to increase slightly in FY22. Revenue from local receipts is forecast to be steady.

Not everything is back to normal, as evidenced by our meeting outside once again. FY22 will not be a normal budget because it proposes a higher than average growth in the operating budget. This growth will be explained in the Letter. It results from **not** using one-time savings and reductions in necessary costs as we did in October and from the continued impact of the Town’s financial constraints as explained in the next section.

## **Balancing the Budget**

The balanced budget presented in the Warrant Book meets the basic municipal and educational needs of the Town of Carlisle, including the Carlisle Public School (CPS) and the Concord-Carlisle Regional School District (CCRS). The budget assumes the approval of all financial Articles in the Warrant.

The perennial challenge faced in budgeting for the Town is limited growth in revenue and constant upward pressure on costs. The Town is almost completely reliant on

residential property taxes for its revenue, as limited by Proposition 2 ½. New construction can enhance this but Carlisle has for years experienced relatively slow growth in new properties. In

fact, FY22 will have less new growth than in recent years, perhaps as a consequence of the pandemic. The Town will be receiving a significant grant through the American Rescue Plan Act (ARPA) but at the time of writing the rules for spending this were not known. In any case, as with Free Cash, the Finance Committee recommends using one-time revenues to pay for unique rather than recurring costs.

It is recurring costs that drive the expense side: contractual wage increases, other wage and salary adjustments, and the cost of health insurance, OPEB and retirement. Debt service for the new high school and the new building at the Carlisle School is going down but is still substantial. And as has been stressed in recent Town Meetings, other Town buildings are in need of major investments. The pressure placed on our taxpayers will not abate in the foreseeable future.

### **Revenue**

The Finance Committee forecasts that FY22 revenue from all available sources (property taxes, state aid, local receipts and fund transfers including Free Cash) will grow by 3.3%. This includes a 2.4% increase in aggregate property taxes.

Looking at the three years from FY20 through FY22, property taxes in the aggregate will have increased 4.8% or 1.6% per year. There was a modest increase in FY20, no increase in FY21 and a more typical increase for FY22. The Finance Committee believes these swings will settle down once the effects of the pandemic are behind us.

We are recommending using a higher than normal amount of Free Cash this year. Free Cash is the accumulated result of unexpended budget appropriations and of unexpected revenues. Our policy has been to apply Free Cash to one-time or non-recurring items. Our certified Free Cash from FY20 is larger than in other years because of underspending caused by the pandemic lockdown and a slow down in some Town services. Thus, we propose using Free Cash as follows:

- \$318,000 to support purchases of Capital Equipment (Warrant Article 14), and
- \$500,000 to support continued investment in the Town's Facilities (Warrant Article 15).

If either of these Articles does not pass, the Free Cash proposed for that Article will not be used and will then increase the final level of Free Cash. Assuming they do pass, the Town will be left with Reserves (Stabilization Fund and Free Cash) of \$3,584,143, or 11% of the FY22 Operating Budget which accords with the Finance Committee's policy of keeping the Reserves at between 10% and 12% of the operating expenses.

### **Levy Limit Spending**

Total budgeted expenditures within the Levy Limit will increase 3.2% as compared to FY21 (see Table). Town Hall increases 9.9% mainly to create a position to oversee the Town's management of information technology, which has been a chronic challenge. Snow Removal is

increased substantially to reflect the reality of our annual costs and reduce the need for end of year transfers. Education as a category increases only 1.8% but the requirements of the two schools are divergent. The Carlisle Public School will increase 4.3%, both to carry out contractual wage agreements and to manage changing special education and classroom size needs.

Our allocation from CCRSD is going down for the second consecutive year, due entirely to changing levels of enrollment. A small drop in Carlisle students and an increase in Concord students results in a 2.3% decline in our portion and a corresponding decline in our share of debt service for the new high school. The switch in health insurance carrier from the Nashoba Consortium to MIIA will keep our costs flat in FY22. This change, effective June 1, 2021, should have continuing financial and service benefits for Town employees. Retirement is up 12.7%, a mandatory imposition resulting from the amortization schedule. And debt payments are up 9.5% because several Bond Anticipation Notes, paying for previously approved projects, were converted to long term debt at favorable rates.

Contractually obligated wage increases (Education, Police, Communications) and cost of living adjustments continue to drive expenditure increases across all Town Departments. We are proposing \$215,000 in FY22 towards our unfunded liability for Other Post Employment Benefits (OPEB). For FY21, we recommended cutting this line item substantially as a way to mitigate the overall cost of government in the pandemic. The Finance Committee is considering a policy on OPEB that would match its amortization schedule with that of the Retirement fund. The most recent statement of our unfunded liability puts it at \$20,321,196. However, once our Trust is certified, which is usually pro forma, the liability should fall to \$9,364,193.

### **Excess Levy Capacity**

The FY22 budget recommendation results in an excess levy capacity of \$3,246,849, up 7.7% from the current Fiscal Year. Excess levy capacity is the difference between the amount that the Town can tax its residents under Proposition 2 ½ and the actual amount needed to pay for that Year's services. Carlisle has maintained extra levy limit capacity since FY12 through prudent spending, the application of Free Cash and the use of excluded debt.

For comparison, this year's excess levy capacity will be almost double what it was in FY20, primarily as a result of keeping the FY21 expenditures flat. Excess levy capacity represents potential resources should the Town encounter a protracted financial crisis.

### **Debt Exclusions**

There are no Warrant Articles at this Town Meeting which would require a debt exclusion vote. The net excluded debt for FY22 will be \$2,424,304, up 3.8% versus FY21.

### **Finance Committee Conclusions**

In financial terms the Town of Carlisle has weathered the global pandemic reasonably well. Using the example of the 2008 financial crisis, we note that the full impact of that on Town finances occurred three years later, mainly as a result of cuts in state aid. Major subsidies through ARPA, and prior stimulus programs, may prevent new problems but we need to remain vigilant.

The Finance Committee has ongoing concerns about the overall growth in spending relative to the future, regardless of the pandemic and any stimulus:

- New growth in residential housing is expected to remain low.
- Debt service at 7.5% of the operating budget continues to be substantial.
- New capital or building projects may offset reductions from declining payments for the new schools.
- Maintenance of all Town buildings will demand major investments for several years and should never decline to the levels of five or ten years ago.
- Contractual wage increases put upward pressure on all departmental budgets.
- Retirement and OPEB costs are high and unavoidable. The improvement in health costs in FY22 cannot be expected to continue in future years.

The Finance Committee supports efforts by the Select Board and Town managers to pursue more efficient ways to deliver Town services, such as sharing resources and staff among Departments and purchasing services from adjacent towns on a regional basis. Innovative ways to generate revenue, as with the new solar panels at the School parking lot, will be helpful.

The Finance Committee is committed to balancing, in a prudent way, the needs of Town residents for services and the demands placed on residents to fund them.

We welcome citizen input into the process beyond the Town Meeting. Committee meetings are posted on the Town's website, in Town Hall and in the Mosquito.

We invite you to review the material in this Warrant Book and attend the Finance Committee hearing which will be conducted virtually at 7:00 p.m. on May 25, 2021. The public can have Zoom access by contacting the Chair at [carlislefincom@gmail.com](mailto:carlislefincom@gmail.com)

Sincerely,

The Carlisle Finance Committee  
Jim Darr, Chair  
Lynne Lipinsky, Vice Chair  
James Catacchio  
Aaron D'Elia  
Victor Liang  
Melissa Sampson McMorro  
Scott Triola



### **SAVE THE DATE**

**Virtual Community Presentation and Discussion of the Carlisle Master Plan,  
Goals and Progress**

**Hosted by the Master Plan Steering Committee**

**Thursday, June 10, 7:30 p.m.**

**Email [GCaywood@carlislema.gov](mailto:GCaywood@carlislema.gov) to receive the zoom link for the presentation.**

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### **Master Plan Steering Committee Report for Town Warrant Book**

In the wake of a vote at Town Meeting in the spring of 2019 to approve \$160,000 for the development of a Master Plan, efforts were well underway as 2020 began. In fall of 2019, the Master Plan Steering Committee hosted a community meeting to provide an overview of the Master Plan process and announced that the town had hired consulting firm Civic Moxie to provide support and professional expertise. Later in the fall, Civic Moxie initiated a series of interviews and discussions with a wide range of town leaders, committee and board members, town hall staff, and local organizations representing various interests to gather information. The consultants also implemented a townwide survey relevant to the topics to be covered in a Master Plan.

### **2020**

In the early months of 2020, eager to engage as many townspeople as possible from the outset, the MPSC orchestrated a series of “Kitchen Conversations” – round-table facilitated discussions of approximately eight to twelve participants intended to provoke discussion and elicit priorities



– at participating homes all around town. Approximately 55 such gatherings were held, with about 450 residents in total attending. The results were presented at a public meeting held on March 4 with about 160 people in attendance.

Unfortunately, no sooner had that meeting dispersed than the pandemic took hold, shutting down some community efforts and significantly delaying others. The following month, consulting firm Civic Moxie resigned from the project. These two factors effectively put a temporary stop to all MPSC efforts which lasted throughout the spring.

Nonetheless, Civic Moxie provided a bank of useful analysis and data from the work they had done. This included an overview of existing conditions, extensive mapping work, and some preliminary analysis of the issues that the Master Plan would be expected to address. This data serves as a useful foundation from which the MPSC is proceeding.

In late summer, eager to move forward, leaders from the MPSC and the Planning Board created a small team to propose a new structure and a revised scope of work, timeline and budget. With approval from the Planning Board, the MPSC was restructured and got back to work in the fall, bolstered by \$95,000 in funding that remained from the originally authorized amount of \$160,000 to be put toward further work.

## **2021**

Meetings and a renewed communications campaign got underway in early 2021. In April, the Select Board approved a contract with Barrett Planning Group LLC, meaning that the MPSC would be able to proceed with significant help from a professional planner/project manager. A representative from Barrett Planning Group met with the MPSC for the first time on April 14.

Steps that the committee anticipates in the near future are implementation of a series of informal conversations similar to last year's Kitchen Conversations which can be held outdoors in keeping with ongoing pandemic protocols. The MPSC is also planning a town wide survey as it further augments its social media campaign, with the goal of raising our visibility and generating ongoing engagement and participation. In addition, further GIS mapping funded by our newly restructured budget can be drawn upon as a resource for making decisions about the town's future and will continue to serve as a useful, up-to-date accurate resource for any further initiatives or town projects.

One significant outcome of the Kitchen Conversations and related brainstorming conducted by the MPSC was to clarify a set of community values, which can be summarized as follows:

- Maintaining the town's rural character
- Prioritizing fiscal stability
- Creating an inclusive community
- Fostering environmental stewardship

- Increasing connectivity

Those general values create a framework by which the MPSC can pursue more specific goals, which will be focused on the following areas:

- Demographic trends
- Economic development
- Land use and zoning
- Housing
- Public facilities and infrastructure
- Transportation
- Sustainability
- Cultural and historical resources
- Open space, recreation and natural resources
- Governance

We hope to have a draft of the Master Plan by fall which will be available to various town boards and community groups for input, with a final plan to be proposed to the Planning Board by the end of 2021.

More information can be found at [www.carlisleplan.org/](http://www.carlisleplan.org/). Please also sign up for our mailing list by emailing [carlislemasterplan@gmail.com](mailto:carlislemasterplan@gmail.com) or follow us on Facebook [@carlisleplan](https://www.facebook.com/carlisleplan).

2021 members of the MPSC:

Jack Troast, Chair  
Barney Arnold, Select Board Liaison  
John Ballantine  
Mary-Lynne Bohn  
Janne Corneil  
Kerry Kissinger  
Kate Reid  
Nancy Shohet West  
Bob Zogg

**WARRANT**  
**ANNUAL TOWN MEETING – June 6, 2021**  
**THE COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To any of the Constables of the Town of Carlisle in the County of Middlesex:

**GREETINGS**

IN THE NAME OF the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and Town affairs, to meet at the outdoor plaza adjacent to the Spaulding Building at the Carlisle Public School at 83 Church Street in said Carlisle on Sunday, June 6<sup>th</sup> next, at one o'clock in the afternoon, and thereafter continuing from day to day until completed, then and there to act on the following Articles:

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**CONSENT AGENDA**

In an effort to streamline Town Meeting and make it more inviting to voters, the Select Board will propose a Consent Agenda. The Select Board, in consultation with the Moderator and Finance Committee, identifies warrant articles that are unlikely to generate controversy and can be voted on without debate. These uncontroversial warrant articles are then grouped together as a Consent Agenda to be acted upon pursuant to a single motion, and to be passed without debate.

**THE TOWN WILL BE ASKED TO APPROVE THE USE OF A CONSENT AGENDA UNDER ARTICLE 1.**

**Should Town Meeting approve the use of a CONSENT AGENDA, the Select Board has voted to recommend that the following Articles be acted upon under the Consent Agenda: Articles 2, 3, 4, 5, 6, 7, 8 and 9.** The Articles to be taken up under the Consent Agenda are identified by a double asterisk (\*\*).

At the call of the Consent Agenda, the Moderator will call out the article numbers one by one. If you object to any particular article being included in the Consent Agenda, please say the word "Hold" in a loud voice when the article number is called. That article will then be removed from the Consent Agenda and restored to its original place in the Warrant, to be debated and

voted upon in the usual manner. After the calling of the individual Articles in the Consent Agenda, the Moderator will entertain a SINGLE MOTION that all items remaining on the Consent Agenda be acted upon favorably by the voters.

Please carefully review the list of proposed Articles, which appears in the printed Warrant Book that is mailed to each home. If you have any questions about the Consent Agenda or procedure, please contact the Town Administrator at 978-371-6688 before Town Meeting.

**ARTICLE 1 – Consent Agenda:** To see if the Town will vote to adopt certain procedures to govern the conduct of the 2021 Annual Town Meeting, or to take any other action related thereto. (SELECT BOARD)

*Summary: The Consent Agenda procedure speeds the passage of Articles that the Select Board anticipate, in consultation with the Moderator and Finance Committee, are likely to generate no controversy and can be properly voted on without debate. The purpose of the Consent Agenda is to allow these Articles to be acted upon pursuant to a single motion, and to be passed without debate.*

**ARTICLE 2 - Town Reports\*\*:** To see if the Town will vote, hear and act upon the reports of Town Officers, Boards, Committees, Commissioners, and Trustees, or to take any other action related thereto. (SELECT BOARD)

*Summary: M.G.L. c. 40, § 49 requires that the Select Board publish an Annual Town Report containing reports and information from all Town Departments. Town Meeting is asked to accept the annual report as a routine matter.*

**ARTICLE 3 - Salaries of Elected Officials \*\*:** To see if the Town will vote to fix the salaries of the elected officers of the Town, as provided by M.G.L. c. 41, §108, as amended, for the Fiscal Year 2022, beginning July 1, 2021, or to take any other action related thereto.

		Voted FY'20	Voted FY'21	Recommended FY'22
		<hr/>	<hr/>	<hr/>
Moderator		\$50	\$50	\$50
Assessors -	Chairman	\$100	\$100	\$100
	Second Member	\$100	\$100	\$100
	Third Member	\$100	\$100	\$100

(SELECT BOARD/FINANCE COMMITTEE)

*Summary: M.G.L. c. 41, § 108 requires that the salaries of all elected officials be set by Town Meeting. The Moderator and the members of the Board of Assessors receive a stipend; the Town Clerk is the only elected official that is paid a salary.*

**ARTICLE 4 – Actuarial Valuation of Post-Employment Benefits\*\*:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, a sum of money to be spent by the Select Board for professional services in connection with GASB 45 actuarial valuation of post-employment benefits for the Town, or to take any other action related thereto. (SELECT BOARD/FINANCE COMMITTEE)

*Summary: This Article plans for and budgets a percentage of the cost of the actuarial valuation that the Treasurer must do every two years. Historically, we have appropriated \$3,000 annually. The Finance Committee recommends an appropriation of \$3,000 for FY2022.*

**ARTICLE 5 – Revaluation \*\*:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, a sum of money to be spent by the Board of Assessors for professional services and other related expenses in connection with revaluation of real estate and personal property in the Town, or to take any other action related thereto. (SELECT BOARD/FINANCE COMMITTEE)

*Summary: The Town must now perform a full revaluation of all property every five years. These funds are used to retain the services of consultants who assist in the full revaluation. It has been recommended to increase this amount to \$10,000 annually.*

**ARTICLE 6 – Real Estate Tax Exemption \*\*:** To see if the Town will vote to authorize the Board of Assessors, pursuant to M.G.L. c. 59, §5 (clause 41C), to grant an additional real estate tax exemption of up to one hundred percent (100 %) of the amount permitted by this statute, or to take any other action related thereto. (SELECT BOARD/BOARD OF ASSESSORS)

*Summary: Town Meeting is asked to annually reauthorize the Board of Assessors to grant the maximum real estate tax exemption allowable under statute to qualified applicants, e.g., seniors, veterans and the disabled.*

**ARTICLE 7 - FY 2022 Chapter 90 Authorization\*\*:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, a sum of money to be used for reconstruction and improvements of public ways, as provided for under the provisions of M.G.L. c. 90, or to take any other action related thereto. (SELECT BOARD/FINANCE COMMITTEE)

*Summary: The Commonwealth of Massachusetts funds roadway repairs pursuant to M.G.L. c. 90. The Town will receive \$252,100 in Chapter 90 funds in FY2022. The DPW will expend FY2022 Chapter 90 funds for milling and paving portions of Acton Street, Curve Street and Pheasant Hill Lane.*

**ARTICLE 8 - Department Revolving Funds Authorization\*\*:** To see if the Town will vote to amend Article XVI, of the Town Bylaw, Revolving Funds, in order to reauthorize certain revolving funds in accordance with M.G.L. c. 44, §53E1/2, and to set the limit on the total amount that may be spent from each revolving fund for Fiscal Year 2022, or to take any other action related thereto. (SELECT BOARD/FINANCE COMMITTEE)

*Summary: M.G.L. c. 44, § 53 E1/2 requires annual reauthorization of departmental revolving funds which are self-supporting and pay for departmental expenses from user fees and charges.*

**ARTICLE 9 – PEG (Public, Educational, Government) Local Access Appropriation\*\*:** To see if the Town will vote to appropriate the sum of \$100,000 from the PEG (Public, Educational, Governmental) Local Access Receipts reserved for appropriation special revenue account for the purpose of providing local cable access services, equipment and programming for the Town of Carlisle, or to take any other action related thereto. (SELECT BOARD)

*Summary: The General Laws require us to deposit all revenue we receive under the subscriber provisions of our license agreement with Comcast into a special revenue fund for PEG Local Access and then withdraw funds as necessary at a Town Meeting. Since October 2018, the Town has contracted with the Town of Concord for local cable access programming. The estimated cost to provide service and to Carlisle in FY2022 is \$100,000.*

**ARTICLE 10 – Town Clerk Salary Adjustment**

To see if the Town will vote to fix the salary of the Town Clerk of the Town, as provided by M.G.L. c. 41, §108, as amended, for the Fiscal Year 2022, beginning July 1, 2021, or to take any other action related thereto.

	Voted FY'20	Voted FY'21	Recommended FY'22
Town Clerk	\$64,452	\$65,741	\$75,000

*Summary: The position of Town Clerk is currently an elected, rather than an appointed one, and as such does not appear on the Town Wage/Classification Plan (see Article 23), does not receive “step” increases/adjustments every third year in addition to COLA as other non-union employees do. The Town Clerk also was not included in the last wage study done by the Town because it is an elected position and thus did not receive a significant adjustment as other non-union positions did. In reviewing the salaries paid to full-time Town Clerks in the comparable communities we use for salary comparisons, the average salary is approximately \$75,000, or where one might expect this salary to be if it had been granted the same adjustments/increases as other non-union positions. This article can be seen as a “market” adjustment for a position that has lagged behind both the market and Town wage/salary increases.*

**ARTICLE 11 - Fiscal Year 2021 Budget Transfers:** To see if the Town will vote to transfer sums of money into various line items of the Fiscal Year 2021 operating budget from other line items of said budget, from unexpended funds in various accounts or from other available funds, or to take any other action related thereto. (SELECT BOARD/FINANCE COMMITTEE)

***Summary:** This Article would permit the Town to transfer funds from line items running a surplus this fiscal year to other line items currently running a deficit in order to balance the operating budget at Fiscal 2021 year end. The actual transfers will be known in the next several weeks.*

**ARTICLE 12 – FY2022 Operating Budget:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, a sum of money to fund the various departments, boards, commissions, and operating expenses of the Town for the Fiscal Year 2022, beginning July 1, 2021, or to take any other action related thereto. (SELECT BOARD/FINANCE COMMITTEE)

	<i><b>FY2021</b></i>	<i><b>FY2022</b></i>
<i><b>Department</b></i>	<i><b>Budget</b></i>	<i><b>Recommended</b></i>
<b>General Government</b>		
General Expense & Town Hall	834,428	931,720
Citizen Recognition	275	275
Treasurer	260,555	277,479
Town Clerk (not including Clerk's salary)	106,734	106,944
Assessors	154,903	170,296
Planning Board	116,759	120,200
Energy Task Force	3,500	3,500
<b>sub-total</b>	<b>1,476,974</b>	<b>1,610,414</b>
<b>Protection of Persons &amp; Property</b>		
Police	1,753,977	1,825,226
Fire	630,591	675,349
Communications	418,339	438,847
Conservation	156,357	169,373
Dog & Animal Control	15,274	15,557
Inspection Services	39,444	40,348
Street Lighting	4,000	4,000
<b>sub-total</b>	<b>3,018,087</b>	<b>3,168,700</b>
<b>Public Works</b>		
Department of Public Works	806,292	820,273
Snow & Ice	65,785	90,000
Transfer Station	264,731	264,731
Road Maintenance	88,416	88,416
<b>sub-total</b>	<b>1,225,224</b>	<b>1,263,420</b>
<b>Health &amp; Human Services</b>		

Youth Commission	3,936	4,015
Board of Health	110,096	127,036
Council on Aging	229,071	245,585
Veteran's Agent	20,000	20,000
<b>sub-total</b>	<b>363,103</b>	<b>396,636</b>
<b>Education</b>		
Carlisle Public School	11,559,266	12,056,751
CCRSD (w/o debt)	6,418,240	6,267,668
CCRSD debt service	1,040,057	950,726
Vocational	123,119	123,119
Vocational debt service	5,628	4,702
<b>sub-total</b>	<b>19,145,950</b>	<b>19,402,966</b>
<b>Culture &amp; Recreation</b>		
Library	645,445	667,080
Recreation	196,191	198,011
<b>sub-total</b>	<b>841,636</b>	<b>865,091</b>
<b>Insurance &amp; Fringe</b>		
Blanket Insurance	272,000	299,000
Group Insurance & Medicare	1,537,505	1,426,082
OPEB Trust	64,697	215,000
County Retirement	1,057,819	1,192,106
Unemployment Insurance	50,000	50,000
<b>sub-total</b>	<b>2,982,021</b>	<b>3,182,188</b>
<b>Unclassified</b>		
Interest, Fees, & Costs	1,000	1,000
Public Celebrations	1,000	1,000
Reserve Fund Balance	300,000	150,000
<b>sub-total</b>	<b>302,000</b>	<b>152,000</b>
	<b><i>FY2021</i></b>	<b><i>FY2022</i></b>
<b><i>Department</i></b>	<b><i>Budget</i></b>	<b><i>Recommended</i></b>
<b>Debt</b>		
Debt Service	1,344,640	1,473,578
<b>sub-total</b>	<b>1,344,640</b>	<b>1,473,578</b>
<b>Total Operating Budget</b>	<b>30,699,630</b>	<b>31,514,933</b>



**ARTICLE 13 – Special Appropriations:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, a sum of money to be expended by the Select Board to conduct studies, provide services and facilitate projects for the following departments:

<u>Department</u>	<u>Amount</u>	<u>Purpose</u>
Assessors	\$5,000	Assessors’ Maps Updates
Treasurer/Accountant	\$3,500	Financial Consulting

or to take any other action related thereto. (SELECT BOARD)

***Summary:** This Article would permit special appropriations outside of the Town operating budget for consultants’ services and other unanticipated expenses. In prior years, there has been an appropriation for a social worker position, which as a result of the COA reorganization next fiscal year is unnecessary.*

**ARTICLE 14 – Capital Equipment:** To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, the sum of \$318,000 to be used for capital equipment, or to take any other action related thereto. (FINANCE COMMITTEE)

### Long Term Capital Requirements

**FY2022**

Department	Project/Program	Amount	Appropriation Expires
Carlisle School	Well and Sewer Pump	\$30,000	June 30, 2023
Carlisle School	Water Filtration System	\$28,000	June 30, 2023
Police Department	Cruiser	\$60,000	June 30, 2023
DPW	Roll off Truck	\$200,000	June 30, 2023

	<b>Totals:</b>	<b>\$318,000</b>	
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***Summary:** These capital items are recommended by the Finance Committee, who are now responsible for making both operating and capital budget recommendations. It is a very spare list of projects considered to be the most necessary for FY22.*

**ARTICLE 15 – Municipal Facilities:** To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute the sum of \$500,000 for the facilities maintenance and improvement projects to the Town Hall, Police Station, Gleason Library and Department of Public Works facilities, all of which projects being expected to be completed by June 30, 2023;

or to take any other action related thereto. (SELECT BOARD/MUNICIPAL FACILITIES COMMITTEE)

***Summary:** This article would authorize the expenditure of \$500,000 on essential facilities and capital projects. The Municipal Facilities Committee has been working to prioritize the Town's needs for the past several years and this funding by no means would address that need completely. Working with the Finance Committee, the MFC has adopted a strategy of working with a fixed amount of funding on an annual basis and getting as much work out to bid as possible in any given year, considering the backlog of possible projects.*

**ARTICLE 16 – CPA Annual Recommendations:** To see if the Town will vote to act on the report of the Community Preservation Committee and to appropriate or reserve for later appropriation monies from the Community Preservation Fund annual revenues or available funds, for the administrative expenses of the community preservation committee, the payment of debt service, the undertaking of community preservation projects and all other necessary and proper expenses for the year, and to authorize the Select Board and Conservation Commission to enter into all agreements and execute any and all instruments necessary to acquire, convey, or accept as the case may be, appropriate historic preservation restrictions for historic resources and conservation restrictions for open space, in accordance with Chapter 184 of the General Laws, to be in compliance with the requirements of Chapter 44B, Section 12 of the General Laws of the Commonwealth, or to take any other action related thereto. (COMMUNITY PRESERVATION COMMITTEE)

***Summary:** Specific Community Preservation Committee recommendations will be available in the Motions handout at the June 6, 2021 Annual Town Meeting.*

**ARTICLE 17 – Establish a New Committee –Town Governance Task Force:** To see if the Town will vote to establish a new committee, the Town Governance Task Force, that shall be charged with studying the form, organization and practices of Town government and making recommendations to improve the efficacy, efficiency, responsiveness, and transparent

functioning thereof. If established, the Moderator shall appoint the members of the committee. Further, the committee shall issue a report no later than six weeks prior to the scheduled date of the 2022 Annual Town Meeting, such report to include proposed warrant articles for the Town to consider at the 2022 Annual Town Meeting and such other recommendations as the committee deems appropriate, or take any other action related thereto.

**Summary:** *The Town Governance Task Force will be charged with studying the “form, organization and practices” of Carlisle’s government and making recommendations to improve the efficiency, responsiveness and transparency of our government. The committee will be appointed by the Town Moderator and report only to Town Meeting (i.e., not to any other boards or committees) and can make recommendations of any magnitude, from those involving small or routine practices, to larger recommendations that concern the structure and organization of the town. This committee will spend the next year studying Town government, and it will be charged with issuing a report no later than six weeks prior to the 2022 ATM. The committee will have the authority to place articles on the Warrant and make any other recommendations it deems appropriate, such as recommendations to town boards, committees, or department heads on matters that do not require Town Meeting approval.*

#### ***Why Is This Committee Being Proposed?***

*Carlisle’s government needs to evolve and improve to continue to deliver the services residents need and expect within tight budgets. Overall population and school population are not rising. Nonetheless, each year, there are numerous requests for increases in personnel and services, reflecting residents’ expectations for what the town will provide. Carlisle’s residential tax base will not allow for substantial increases in the cost of government. Maintaining a high level of service within flat budgets requires maximum efficiency and perhaps a bit of “thinking outside the box.” The Governance Committee is asked to take a comprehensive look at how we do things and determine if improvements are possible.*

**ARTICLE 18 – Amend the Carlisle Zoning Bylaws – Selectmen to Select Board:** To see if the Town will vote to amend the Zoning Bylaw as follows:

1. By striking the term “Board of Selectmen,” wherever it may appear in said Bylaw, and inserting, in place thereof, the term “Select Board.”
2. By striking the term “Selectmen” whenever it may appear in said Zoning Bylaws and inserting, in place thereof, the term “Select Board.”

or take any other action related thereto. (SELECT BOARD)

**Summary:** *This bylaw may look familiar as it was before Town Meeting last October where it passed unanimously. However, there was a procedural defect in that the requisite Planning Board hearing was not held prior to Town Meeting, so it is back before the voters at this Annual Town Meeting, having met*

*all the procedural steps. This would simply change all references to Board of Selectmen in the Zoning Bylaw to "Select Board".*

**ARTICLE 19 – Amend the Carlisle General Bylaws – Personnel Bylaw Revision:** To see if the Town will vote to amend the General Bylaws, by deleting Article XV of the General Bylaws in its entirety, and insert in place thereof, a new Article XV as follows:

#### ARTICLE XV PERSONNEL BYLAW

The purpose of the Personnel Bylaw is to establish fair and equitable personnel policies and to establish a system of personnel administration that ensures a uniform, fair, and efficient application of personnel policies.

15.1 The Town Administrator shall have the authority to draft and recommend Personnel Policies to the Select Board. The Town Administrator may consult with the Personnel Board and other boards and commissions in drafting such policies. The policies will be effective upon approval by the Select Board.

15.2 The Compensation and Classification Table, as amended from time to time, shall be incorporated by reference into the Personnel Bylaw. Amendment to the Compensation and Classification Table shall further be approved by Town Meeting, except that in the case of urgent necessity, the Select Board may establish interim positions and compensation until the vote of the next Town Meeting.

15.3 All Town departments and positions shall be subject to the provisions of this bylaw and policies adopted hereunder except elected officers, elected town officials, and employees of the school department. Employees with personal contracts and employees covered by collective bargaining agreements shall be subject to the provisions of this bylaw and adopted policies to the extent that those provisions are not superseded by or contrary to any contractual term or condition. Nothing in this bylaw shall be construed to limit any right of employees pursuant to Massachusetts General Laws.

or take any action related thereto.

***Summary:*** *The purpose of this redrafting of the Personnel Bylaw is partly to pare it down by removing language that more properly belongs in the Town's Personnel Policies and also to give clear direction and authority to the Town Administrator/Personnel Administrator by clarifying the role of the Personnel Board. Previously, the Town Administrator has served in an advisory capacity to the Personnel Board. Going forward, the Personnel Board will be more of a resource and serve in more of an advisory role to the Town Administrator/Personnel Administrator.*

**ARTICLE 20 – Amend the Carlisle Zoning Bylaws – Adult Use Marijuana:** To see if the Town will vote to amend the Zoning Bylaw as follows:

1. By deleting Section 5.11 of the Zoning Bylaw in its entirety and inserting, in place thereof, a new Section 5.11 as follows:

5.11 Marijuana Establishments

5.11.1 Definitions

**Marijuana Establishment:** A marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer, or any other type of marijuana-related business, whether as a principal use, or as an accessory use, subject to regulation under Chapter 94G of the Massachusetts General Laws; provided, however, that a Medical Marijuana Treatment Center shall not be deemed to be a Marijuana Establishment.

5.11.2 Prohibition

All types of Marijuana Establishments, including Marijuana Establishments collocated with a Medical Marijuana Treatment Center, shall be prohibited in the Town of Carlisle.

or take any action related thereto.

***Summary:** The Planning Board has made a preliminary decision to recommend a ban on all types of adult use (recreational) marijuana establishments in Carlisle. This decision applies to the siting of establishments in Town. Such a ban would not prevent residents from personally consuming marijuana, or from growing a limited number of marijuana plants for personal use, as allowed by state law.*

*The Planning Board has carefully considered possible locations for marijuana establishments and determined that, due to our existing land use patterns and zoning, there are no appropriate locations. Because there are no appropriate locations, we are recommending a ban on all marijuana adult use establishments for our town.*

*Carlisle has three types of existing zones: residential (1 acre minimum in town center; 2 acres elsewhere), several scattered business districts in the town center, and three business districts located along Bedford Road. With respect to these zones, the Planning Board considered feasibility, the possible benefits from a marijuana establishment, and possible negative impacts to neighbors and to the town. Additional information and answers to FAQs are available from the Planning Board.*

**ARTICLE 21 – Amend the Carlisle General Bylaws – Carlisle Affordable Housing Trust:**

To see if, in connection with the Carlisle Affordable Housing Trust Fund established pursuant to Article 25 of the 2006 Annual Town Meeting, the Town will vote to amend the General Bylaws by adopting a new Section 3.27, Carlisle Affordable Housing Trust, to read as follows:

### **3.27.1 Board Established.**

There shall be a Board of Trustees of the Carlisle Affordable Housing Trust Fund, consisting of seven (7) Trustees, who shall be appointed by the Select Board, and who shall include no fewer than one member of the Select Board. Only persons who are residents of the Town of Carlisle shall be eligible to hold the office of Trustee. Trustees shall serve for a term of two years and may be re-appointed at the discretion of the Select Board, provided however, that three (3) of the seven (7) appointments initially made after the adoption of this Article shall be for a term of one (1) year, so that as nearly an equal number of the Trustees' terms as possible shall expire each year.

Any Trustee who ceases to be a resident of the Town of Carlisle shall cease to be a Trustee and shall promptly provide a written notification of the change in residence to the Board of Trustees and the Town Clerk. Any Trustee may resign by written instrument signed and acknowledged by such Trustee and duly filed with the Town Clerk. If a Trustee shall die, resign, or for any other reason cease to be a Trustee before their term of office expires, a successor shall be appointed by the Select Board to fill such vacancy provided that in each case the said appointment and acceptance in writing by the Trustee so appointed is filed with the Town Clerk. No such appointment shall be required so long as there are five Trustees in office.

Any member of the Board of Trustees may be removed by the Select Board for cause after the opportunity of a hearing.

### **3.27.2 Authorization.**

The Trustees are hereby authorized to execute a Declaration of Trust and Certificate of Trust for the Carlisle Affordable Housing Trust Fund, to be recorded with the Middlesex Registry of Deeds and filed with the Middlesex Registry District of the Land Court.

### **3.27.3 Powers.**

The powers of the Board of Trustees, all of which shall be carried on in furtherance of the purposes set forth in G.L. c. 44, § 55C, shall include the following:

- 3.27.3.1 To accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the Trust in connection with any bylaw or any general or special law or any other source, including money from G.L. c. 44B;
- 3.27.3.2 To purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;

- 3.27.3.3 To sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to Trust property as the Board deems advisable notwithstanding the length of any such lease or contract;
- 3.27.3.4 To execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases, grant agreements and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Board engages in order to accomplish the purposes of the Trust;
- 3.27.3.5 To employ advisors and agents, such as accountants, appraisers and lawyers as the Board deems necessary;
- 3.27.3.6 To pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Board deems advisable;
- 3.27.3.7 To apportion receipts and charges between incomes and principal as the Board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
- 3.27.3.8 To participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution, to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- 3.27.3.9 To deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Board may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the board may deem necessary and appropriate;
- 3.27.3.10 To carry property for accounting purposes other than acquisition date values;
- 3.27.3.11 To incur debt, to borrow money on such terms and conditions and from such sources as the Board deems advisable, to mortgage and pledge Trust assets as collateral;
- 3.27.3.12 To disburse Trust funds for the purpose of making loans or grants in furtherance of the creation or preservation of affordable housing in

Carlisle upon such terms as the board shall deem most appropriate to carry out such purposes;

- 3.27.3.13 To make distributions or divisions of principal in kind;
- 3.27.3.14 To comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of G.L. Chapter 44, Section 55C, to continue to hold the same for such period of time as the Board may deem appropriate;
- 3.27.3.15 To manage or improve real property; and to abandon any property which the Board determined not to be worth retaining;
- 3.27.3.16 To hold all or part of the Trust property uninvested for such purposes and for such time as the Board may deem appropriate; and
- 3.27.3.16 To extend the time for payment of any obligation to the Trust.
- 3.27.3.17 To disburse Trust funds for the management or improvement of affordable housing in Carlisle as the Board shall deem appropriate whether or not such real property is held by the Trust;
- 3.27.3.18 To amend the Declaration of Trust, from time to time, except as to those provisions specifically required under G.L. c.44, §55C, by an instrument in writing signed by a majority of the Trustees and approved at a meeting called for that purpose, and approved by the Select Board, provided that in each case, a certificate of amendment shall be recorded with the Registry of Deeds and the Registry District of the Land Court; and
- 3.27.3.19 To exercise such additional powers, if any, as may be set forth in G.L. c. 44, §55C, as same may be amended from time to time.

Further, the Board of Trustees may, from time to time, make such rules and regulations governing their meetings and the conduct of their work as they may deem best for the interests of the Town, and are not inconsistent with the provisions of G.L. c. 44, §55C.

#### **3.27.4 Funds Paid to the Trust**

Notwithstanding any general or special law to the contrary, all moneys paid to the Trust in accordance with any zoning bylaw, exaction fee, or private contributions shall be paid directly into the Trust and need not be appropriated or accepted and approved into the Trust. General revenues appropriated into the Trust become Trust property and to be expended these funds need not be further appropriated to be expended. All moneys remaining in the Trust at the end of any fiscal year, whether or not expended by the board within one year of



the date they were appropriated into the Trust, remain Trust property. Consistent with the provisions of this Section and the enumerated powers of the Trustees in Section 3.27.3, the Trustees have sole discretion to direct the management and disposition of Trust property, provided however, that the Trustees are not otherwise authorized to incur liabilities on behalf of the Trust or the Town of Carlisle in excess of the value of Trust property without specific appropriation therefore by Town Meeting.

### 3.27.5     **Audit**

The Board of Trustees shall provide for an annual audit of the books and records of the Trust. The audit shall be performed by an independent auditor in accordance with accepted accounting practices. Upon receipt of the audit by the Board of Trustees, a copy shall be provided to the Select Board.

or take any other action in relation thereto.

***Summary:** This article is a bit of housekeeping business; a prior Town meeting vote established the Carlisle Affordable Housing Trust but it was never codified in a Town bylaw. The CAHT, working with Town Counsel has drafted a new general bylaw for Town Meeting to consider which establishes the Trust and how it will operate going forward.*

**ARTICLE 22 – Funding for Public Safety Architectural Programming Study:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, a sum of money to be expended by the Public Safety Facilities Task Force to engage a consultant(s) to review, assess, and develop recommendations detailing the programmatic specifications and requirements of the Carlisle Fire, Police, and Dispatch Departments, which shall include but not be limited to: potential future facility needs, separate or a single building, and use of the current sites or a new site or sites; or take any other action in relation thereto.

***Summary:** This article is intended to fund a study by a consultant of the program requirements of the Town's public safety departments and the cost of a potential new public safety building based upon those requirements. It is intently not a request to fund the design of a new public safety building, rather it will assist the newly-formed Public Safety Building Committee in determining what such as facility might include and might potentially cost the Town.*

**ARTICLE 23 – FY22 Salary/Wage Table:** To see if the Town will vote to adopt the Town of Carlisle, Massachusetts FY 2022 Classification & Compensation Plan, as shown below, or take any other action in relation thereto.

***Summary:** The Town recently learned that the annual salary/wage tables used by non-union Town employees need to be approved by Town Meeting each year. This article appears in the form of a*

*classification table, listing all positions by pay grade and the actual wage/salary table that list all Grades/Steps for all fourteen classifications. This table simply expresses the wages effective July 1, 2021 when the 2.0% wage adjustment has been applied.*

**TOWN OF CARLISLE, MASSACHUSETTS**  
**FY 2022 CLASSIFICATION & COMPENSATION PLAN**  
**Permanent Full and Part-time Employees**  
Salaries shown are hourly and annual based on 52 weeks / year

**Grade 1**

*None*

**Grade 2**

*Library Assistant II*  
*Transfer Station Operator*  
*Van Driver*

**Grade 3**

*Administrative Assistant to Historical Commission*  
*Administrative Assistant to Zoning Board*  
*Driver/Operator/Laborer*  
*Library Assistant II*  
*Maintenance Custodian*

**Grade 4**

*Administrative Assistant to COA*  
*Administrative Assistant to Fire Chief*  
*Administrative Assistant to Police Chief*  
*Library Assistant I*  
*Transportation Coordinator*  
*Heavy Equipment Operator/Laborer*

**Grade 5**

*Administrative Assistant to Assessor*  
*Administrative Assistant to BoH*  
*Administrative Assistant to Building Dept*  
*COA Program Manager*  
*Assistant Town Clerk*

**Grade 6**

*Children Librarian*  
*Finance Clerk*  
*Mechanic*  
*Administrative Assistant to Conservation Comm*  
*Staff Librarian*

**Grade 7**

*Assistant to Treasurer/HR Assistant*  
*Executive Assistant to TA/SB*  
*Assistant to Planner*  
*Outreach Coordinator/Program Manager*  
*Assistant Health Agent*  
*General Foreman*

**Grade 8**

*COA Social Services Manager*

**Grade 9**

*Assistant Library Director*  
*COA Director*  
*Conservation Administrator*  
*Planning Board Administrator*

**Grade 10**

*Building Commissioner*  
*Health Agent*  
*Recreation Director*

**Grade 11**

*Chief Assessor*  
*Library Director*  
*Town Accountant*

**Grade 12**

*DPW Superintendent*

**Grade 13**

*Finance Director/Treasurer*

**Grade 14**    *None*

FY22 Town of Carlisle Wage/Salary Schedule					
		FY22	1.02		
STEP	1	2	3	4	5
Grade 1	\$18.80	\$19.12	\$19.45	\$19.77	\$20.10
Grade 2	\$20.49	\$20.85	\$21.20	\$21.56	\$21.91
Grade 3	\$22.34	\$22.73	\$23.11	\$23.50	\$23.89
Grade 4	\$24.36	\$24.78	\$25.20	\$25.62	\$26.04
Grade 5	\$26.54	\$27.00	\$27.46	\$27.92	\$28.38
Grade 6	\$60,170.92	\$61,209.32	\$62,247.71	\$63,286.10	\$64,324.50
	\$28.93	\$29.43	\$29.93	\$30.43	\$30.93
Grade 7	\$66,185.63	\$67,330.52	\$68,475.42	\$69,620.31	\$70,765.21
	\$31.82	\$32.37	\$32.92	\$33.47	\$34.02
Grade 8	\$72,799.40	\$74,058.78	\$75,318.17	\$76,577.55	\$77,836.93
	\$35.00	\$35.61	\$36.21	\$36.82	\$37.42
Grade 9	\$80,803.02	\$82,200.86	\$83,598.70	\$84,996.54	\$86,394.37
	\$38.85	\$39.52	\$40.19	\$40.86	\$41.54
Grade 10	\$89,693.26	\$91,245.53	\$92,797.79	\$94,350.06	\$95,902.33
	\$43.12	\$43.87	\$44.61	\$45.36	\$46.11
Grade 11	\$99,565.99	\$101,288.66	\$103,011.33	\$104,734.00	\$106,456.67
	\$47.87	\$48.70	\$49.52	\$50.35	\$51.18
Grade 12	\$110,517.04	\$112,428.75	\$114,340.46	\$116,252.17	\$118,163.89
	\$53.13	\$54.05	\$54.97	\$55.89	\$56.81
Grade 13	\$122,666.25	\$124,788.30	\$126,910.35	\$129,032.40	\$131,154.45
	\$58.97	\$59.99	\$61.01	\$62.03	\$63.06
Grade 14	\$136,157.39	\$138,511.09	\$140,864.78	\$143,218.47	\$145,572.17
	\$65.46	\$66.59	\$67.72	\$68.86	\$69.99
	1	2	3	4	5

FY22 Town of Carlisle Wage/Salary Schedule Continued					
STEP	6	7	8	9	10
Grade 1	\$20.42	\$20.75	\$21.08	\$21.40	\$21.73
Grade 2	\$22.27	\$22.62	\$22.97	\$23.33	\$23.68
Grade 3	\$24.28	\$24.66	\$25.05	\$25.44	\$25.83
Grade 4	\$26.46	\$26.88	\$27.30	\$27.72	\$28.14
Grade 5	\$28.84	\$29.30	\$29.76	\$30.22	\$30.68
Grade 6	\$65,362.89	\$66,401.29	\$67,439.68	\$68,478.07	\$69,516.47
	\$31.42	\$31.92	\$32.42	\$32.92	\$33.42
Grade 7	\$71,910.10	\$73,054.99	\$74,199.89	\$75,344.78	\$76,489.68
	\$34.57	\$35.12	\$35.67	\$36.22	\$36.77
Grade 8	\$79,096.32	\$80,355.70	\$81,615.09	\$82,874.47	\$84,133.85
	\$38.03	\$38.63	\$39.24	\$39.84	\$40.45
Grade 9	\$87,792.21	\$89,190.05	\$90,587.89	\$91,985.72	\$93,383.56
	\$42.21	\$42.88	\$43.55	\$44.22	\$44.90
Grade 10	\$97,454.59	\$99,006.86	\$100,559.13	\$102,111.39	\$103,663.66
	\$46.85	\$47.60	\$48.35	\$49.09	\$49.84
Grade 11	\$108,179.34	\$109,902.01	\$111,624.68	\$113,347.35	\$115,070.01
	\$52.01	\$52.84	\$53.67	\$54.49	\$55.32
Grade 12	\$120,075.60	\$121,987.31	\$123,899.02	\$125,810.73	\$127,722.44
	\$57.73	\$58.65	\$59.57	\$60.49	\$61.41
Grade 13	\$133,276.51	\$135,398.56	\$137,520.61	\$139,642.66	\$141,764.71
	\$64.08	\$65.10	\$66.12	\$67.14	\$68.16
Grade 14	\$147,925.86	\$150,279.55	\$152,633.24	\$154,986.94	\$157,340.63
	\$71.12	\$72.25	\$73.38	\$74.51	\$75.64
	6	7	8	9	10

**ARTICLE 24 – Increase Town Share of Employee Medical Insurance premiums:** To see if the Town will accept the provisions of Section 7A of Chapter 32B of the General Laws so that in addition to the payment of fifty per cent of a premium for contributory group life and health insurance for employees in the service of the town and their dependents, the Town shall pay a subsidiary or additional rate of 5.0%, increasing the Town share of the premium to 55.0%; or to take any other action in relation thereto. (SELECT BOARD)

**Summary:** *The Select Board recommends that Town Meeting vote to accept this section of the General Laws, which would authorize the Board to change the percentage split in employee health insurance premium from 50%/50% to 55%/45% as previously recommended by the Town’s Public Employee Committee, which consists of representatives from the Town’s unions, non-union employees and retirees.*

*The Select Board has come to realize that the 50%/50% split, the lowest it can be under the statute, is somewhat of a financial burden to current employees and retirees, and that it has begun to make the Town*

*less competitive in recruiting new employees and retaining older ones. In the last round of negotiations with the Police and Dispatchers' union the Board gave the unions the assurance that they would begin to address this disparity, or else pay additional longevity bonuses. Not only will those bonuses not have to be paid, but all employees and retirees will receive a slightly more favorable insurance premium going forward.*

And in the name of the Commonwealth of Massachusetts you are hereby further required to notify and warn the inhabitants of the Town of Carlisle, qualified as aforesaid, to go to Carlisle Town Hall at 66 Westford Street in said Carlisle on Tuesday, the 22nd day of June, 2021 between the hours of two o'clock and seven o'clock in the afternoon and there to vote on the following:

## **TOWN ELECTION**

**2:00 P.M. TO 7:00 P.M.**

**ELECTION OF OFFICERS** – To see if the Town will vote on the election of the following Town Officers:

Moderator	one for a term of three years
Town Clerk	one for a term of three years
Select Board	one for a term of three years
Board of Assessors	one for a term of three years
Board of Health	two for a term of three years
Library Trustees	one for a term of three years
Planning Board	two for a term of three years
Planning Board	one for a term of two years
School Committee	one for a term of three years

**Question 1:** Shall this Town adopt the following Bylaw?

### ***Town Counsel Summary***

Section 5.11 of the Zoning Bylaw, Marijuana Establishments, the full text of which is provided below, would prohibit all types of Marijuana Establishments regulated under *M.G.L. c.94G* from being sited in the Town. The adoption of Section 5.11 would not prevent a Medical Marijuana Treatment Center from operating in the Town, nor would it prevent the personal use of marijuana for medical or adult use, in accordance with other laws.

By deleting Section 5.11 of the Zoning Bylaw in its entirety and inserting, in place thereof, a new Section 5.11 as follows:

5.11 Marijuana Establishments

5.11.1 Definitions

**Marijuana Establishment:** A marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer, or any other type of marijuana-related business, whether as a principal use, or as an accessory use, subject to regulation under Chapter 94G of the Massachusetts General Laws; provided, however, that a Medical Marijuana Treatment Center shall not be deemed to be a Marijuana Establishment.

#### 5.11.2 Prohibition

All types of Marijuana Establishments, including Marijuana Establishments collocated with a Medical Marijuana Treatment Center, shall be prohibited in the Town of Carlisle.

**YES**\_\_\_\_ **NO**\_\_\_\_



And you are directed to serve this Warrant by posting a true and attested copy thereof at the Town Hall and at the Post Office in said Town of Carlisle at least seven days prior to the time of holding said Meeting.

THEREOF FAIL NOT and make return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of holding the Meeting aforesaid.

Given under our hands this 11th day of May in the Year of Our Lord 2021.

SELECT BOARD

---

Alan Lewis, Chairman

---

Barney Arnold, Vice Chairman

---

David Model, Clerk

---

Luke Ascolillo

---

Kate Reid

A True Copy Attest:

\_\_\_\_\_, Constable

Middlesex, ss.

PURSUANT TO THE WITHIN WARRANT, I have notified and warned the inhabitants of the Town of Carlisle by posting up attested copies of the same at the United States Post Office and on the Town Bulletin Board in said Town at least seven (7) days before the date of the Meeting, as within directed.

\_\_\_\_\_  
Constable of Carlisle

Date Posted: \_\_\_\_\_



## Volunteer Response Form

### GOOD GOVERNMENT STARTS WITH YOU

Town government needs citizens who are willing to give time in the service of their community. If you are interested in serving on a town committee or board, please fill out this form, indicating your preference and return to: ***The Select Board, P.O. Box 827, Carlisle, Massachusetts 01741.***

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Background: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### LIST IN ORDER OF PREFERENCE

##### PLANNING AND PRESERVATION

Conservation Commission  
Planning Board Activities  
Board of Appeals  
Historical Commission  
Metropolitan Area Planning Council  
Other

##### RECREATION

Recreation Commission  
Trails Committee  
Youth Commission  
State Park Advisory Committee  
Other

##### HOUSING

Affordable Housing Trust  
Other

##### GENERAL GOVERNMENT

Finance Committee  
Long-Term Capital Requirements  
Other

##### EDUCATION

Scholarship Advisory Committee

##### OTHER

Council on Aging  
Energy Task Force  
Municipal Facilities Committee  
Cable TV Committee  
Cultural Council  
Celebrations Committee  
Hanscom Field Advisory Committee  
Americans with Disabilities Task  
Household Waste Committee

##### PERSONNEL

Personnel Committee

# Carlisle Town Meeting

## QUICK START GUIDE

Prepared by  
Wayne Davis, Town Moderator

*Each qualified inhabitant of the town has an indisputable right to vote upon every question presented, as well as to discuss it, or there is no Town Meeting. This is universally understood as the vital feature of the town system of government as practiced from a long time before the Declaration of Independence until the present.*

Opinion of the Justices (Supreme Judicial Court), 229 Mass. 601 (1918)

Town Meeting is a gathering of all people in the town who are eligible to vote, acting as the legislative branch of our local Town government. Almost uniquely in modern American public life, Town Meeting embodies direct – not representative – democracy. Welcome to Carlisle's Town Meeting.

This "Quick Start Guide" provides essential information to know in advance of the meeting, along with guidelines at the meeting itself. For further details, see "Carlisle Town Meeting Introduction and Procedures" available at the Town Meeting page at the Town website: [www.carlislema.gov](http://www.carlislema.gov).

### BEFORE THE MEETING – FAQs

#### ***What is the Warrant?***

The agenda for the meeting is established in the Warrant, published beforehand. Each specific item in the Warrant is described in an "article" which provides notice of the matters to be taken up. As each article is taken up, the Moderator will ask someone to make a motion, which is a more precise statement of the action to be taken by Town Meeting. Be sure to pick up a copy of the Motions handout on your way in to the meeting.

#### ***Can I bring my kids to Town Meeting?***

Yes, of course. If they can be reasonably quiet and well behaved, they may sit with you. We particularly welcome middle and high school students who may be interested in witnessing democratic government in action. Please make sure they do NOT join in on voice votes!

#### ***What If I Need Special Accommodation to Be Able to Participate?***

Carlisle welcomes the participation of all citizens at Town Meeting. We will do our best to help by, for example, providing special areas for wheelchairs and headsets for audio enhancement. If possible, please contact the Town Clerk in advance to discuss any special needs. Advance notice increases the likelihood of satisfactory accommodations.

### AT THE MEETING GUIDELINES

The following guidelines exist to facilitate an orderly, dignified, respectful and fair discussion of issues leading to informed votes and good decisions. We all deserve the respect and courtesy of

our neighbors, and we owe them the same. The Moderator will politely, but firmly enforce these guidelines for the benefit of all. This “Quick Start Guide” is just a summary.

### **Addressing the Meeting**

- Wait to be recognized (given the floor) by the Moderator. *Exception:* You may rise from your seat and loudly call “Point of Order” if you wish immediately to challenge the appropriateness of the procedure then being followed.
- ***The usual time limit for comments from the floor is three (3) minutes, but your neighbors will appreciate if you limit yourself to two minutes*** (and you’ll likely be more persuasive too).
- Begin by stating your name and address (and the board/committee you represent if speaking in an official capacity).
- Speak only to the motion before the Meeting at the time.
- Address your remarks to the Moderator. No personal speech--you may reference or respond to a prior speaker’s comments, but do not engage in personal commentary, *e.g.*, about the person, his or her character, *etc.*
- Rude or disrespectful speech will not be tolerated.
- While anyone may speak on a motion more than once, no one may speak a second time until everyone who so wishes has spoken once. Repetitive or redundant comments should be avoided.

### **Questions**

Speakers may ask a question of another person in the hall (typically, a prior speaker or Town official), but that question must be addressed through the Moderator. For example, “Mr. Moderator, I have a question for the Finance Committee Chairman.” The Moderator will determine whether and when to have the question answered. Dialogue between two persons is not allowed.

### **Moving/Calling the Question (Ending Debate)**

A speaker may not participate in debate and then finish their comments with a motion to move/call the question. Such a motion must be the only thing the speaker says on that trip to the microphone. The Moderator may exercise his discretion not to entertain such motions if, in his judgement, the motion is premature.

### **Amendments**

Simple amendments to a motion that change only a few words or numbers can be moved verbally. All other amendments must be presented to the Moderator in writing. All amendments must be “within the scope” of the article under consideration, *i.e.*, broadly consistent with the issue as described in the article.

### **Voting**

The Moderator will generally call for a voice vote. When a count is required, the Moderator will ask for a show of hands. Please follow instructions given at these times. After voting by any method, the Moderator will declare the outcome. Any seven (7) voters may challenge the Moderator’s call of the vote and demand a formal count (or re-count). Such a challenge must be made immediately after the Moderator declares the outcome. The challenger should immediately call out, “I question the vote!” and then the Moderator will ask whether six additional voters also wish to challenge the declared outcome.

### **Point of Order**

You may rise and call out loudly “Point of Order” to either question the appropriateness of the procedures or to challenge any of the Moderator’s rulings.

***For further information*** see the Town Meeting page at [www.carlislema.gov/160/Town-Meeting](http://www.carlislema.gov/160/Town-Meeting) or you may contact the Moderator at [Moderator@carlislema.gov](mailto:Moderator@carlislema.gov).

## GLOSSARY OF TERMS

**Conservation Fund:** Raised by the Town and expended by vote of the Conservation Committee for land purchases or any other conservation use. This fund may be invested and accrue interest.

**Capital Exclusion:** A town may assess taxes in excess of its Levy Limit by voting a Capital Exclusion. Capital exclusions do not become part of the Levy Limit base but increase the property tax for only the year in which they are passed. This can be used only for capital outlay expenditures.

**Chapter 90:** Chapter 90 is a 100% reimbursable program. Each year an amount approved by the State is authorized at Town Meeting to be expended for maintaining, repairing, improving, and constructing Town roads and bridges (pathways are also included) that qualify under State Aid Highway Guidelines. All projects must be pre-approved by the State and work completed before the State will reimburse the Town 100% for its expenditures.

**Community Preservation Act:** The Community Preservation Act is statewide enabling legislation to allow cities and towns to levy a property tax surcharge of up to 3.0% on real property for the purpose of creating a local community preservation fund and qualifying for state matching funds. Carlisle voted to levy a 2% surcharge. CPA funds can be used to acquire and protect open space, preserve historic buildings and landscapes, and create and maintain affordable housing. Annually, at least 10 percent of the funds must be earmarked for each of these areas with the remaining 70 percent available to allocated among the three areas, plus active recreation, or set aside for future spending.

**Debt Exclusion:** A town may assess taxes in excess of its Levy Limit by voting a Debt Exclusion. Debt exclusions are temporary property tax increases. The amount of this excluded debt does not become part of the Levy Limit base but is added on for the duration of the debt. Most of Carlisle's bonded indebtedness is excluded debt outside the levy limit.

**Free Cash:** A budgetary fund balance built up over time if town receipts exceed expenditures. Once a year the Town's Free Cash balance is certified by the State (reserving amounts we know have been committed to spend), and this balance can be used to reduce the tax levy. Credit rating agencies and other members of the financial community use this, in conjunction with a Stabilization Fund and other factors, to make judgments regarding a community's fiscal stability.

**Levy:** The total amount the Town raises through property taxes.

**Levy Limit:** This is the maximum amount a community can raise through taxes without an override. Under Proposition 2 1/2 the Levy can be raised only 2 1/2 % over the previous year's Levy plus an amount reflecting new growth in the total tax base in the Town. The Assessors must document this new growth and receive approval from the



Department of Revenue before it can be added. A town may also increase its levy limit by voting an override.

**Long Term Debt:** Loans and obligations with a maturity of longer than one year; usually accompanied by interest payments. Long Term Debt represents a commitment of taxable resources over the period of debt repayment. In Town budgets it represents a line item expense that local governments must budget to support voted debt.

**New Growth:** The taxing capacity added by new construction and other increases in the property tax base. New Growth is calculated by multiplying the value associated with the new construction by the tax rate of the previous fiscal year. Increases as a result of revaluation or appreciation do not factor into new growth.

**Override:** A Levy Limit Override provides a community with flexibility to levy more than their levy limit and is used to obtain additional funds for annual operating budgets and fixed costs. An Override is a permanent increase in the amount of property taxes a community may levy. The Override becomes a permanent part of the Levy Limit base in future years.

**Proposition 2 1/2:** A State law that restricts the amount of taxes that a City or Town can raise and the amount taxes can increase each year without an override.

**Regional School Debt:** Under Proposition 2 ½ a member of a regional governmental unit may exclude its assessed share of debt service on district borrowings. This form of debt exclusion is proportionally assessed to each community over the life of the debt. It does not become part of the Levy Limit base.

**Reserve Fund:** This fund is established by the voters at the Annual Meeting and may be added to at a Special Town Meeting. It may not exceed 5% of the tax levy of the preceding year. Transfers from this fund are within the exclusive control of the Finance Committee and are for “extraordinary or unforeseen expenditures” by various town departments.

**Revolving Fund:** A Revolving Fund allows the town to receive revenues for a specific service, which can then be used for that specific purpose without appropriation. Revolving Funds must be reauthorized by town meeting each year and a limit on the total amount that can be spent from each fund is established at that time.

**Stabilization Fund:** A stabilization fund is analogous to a bank account, town meeting can appropriate (make deposits) into for use at a future time. Sometimes seen as a “rainy day” fund, this fund is used to stabilize the financial picture of the community and can be appropriated from by a two-thirds vote at town meeting for any legitimate municipal purpose. Credit rating agencies and other members of the financial community use this, in conjunction with Free Cash and other factors, to make judgments regarding a community’s fiscal stability.

**Tax Rate:** The dollars paid by the taxpayer per thousand dollars of the taxpayer’s assessed property value.

## NOTES

**BOARD OF SELECTMEN**

**66 WESTFORD STREET**

**CARLISLE, MA 01741**

NONPROFIT

AUTO

U. S. POSTAGE

PAID

CARLISLE, MA

PERMIT NO. 1

***POSTAL PATRON***

***CARLISLE, MA 01741***

